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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 39.6 39.6

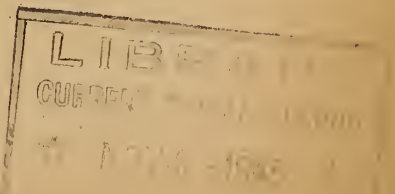
Flow of Work in the Processing of Vendor and Warehouse Tickets

I General

- A. Processing of Vendor Tickets, Form FDA-601, and Warehouse Tickets, Form FD.-602 (referred to collectively in this Memorandum as "Order" Tickets), as outlined in this memorandum will become effective immediately. This is not issued as formal procedure, but is released to each of you in order that we may try out, survey, and find any weaknesses in, the new methods of operation. You are requested to follow the outline without deviation. Studies will be made of the new flow of work and we will want your suggestions for further simplification or improvement. After the procedure, as outlined below, has been tested, formal procedure will be written for your instruction and guidance.

II Commodity Units, Dry and Cold Allocation Sections, Storage Division

- A. Commodity Clerks are responsible for the initial preparation of Order Tickets in accordance with the provisions of Shipping and Storage Branch Memorandum Number 30.2, "General Operating Procedure for the Commodity Units".
- B. Commodity Clerks will assign Numbers to Order Tickets in accordance with the provisions of Shipping and Storage Branch Memorandum Number 41.1, "Issuance and Control of Order Ticket Numbers".
- C. When the Order Ticket has been written, the Commodity Clerk will prepare, if necessary, an original only of Request for ODT-QMR Permit, Form SSB-13, completing all of Part II and the first three columns of Part III.
- D. The Commodity Clerk will then staple together the Order Ticket and the Request for ODT-QMR Permit, and will place them in a "Hold" box on the desk of the Commodity Unit Head.
- E. Each Commodity Unit Head is responsible for the accuracy of every Order Ticket prepared in his Unit. He will, therefore, scan each Order Ticket, checking the accuracy of its preparation and noting the urgency of the particular shipment.



- F. The Commodity Unit Head will then forward the Order Ticket to the Control Desk, Rates, Tariffs and Routing Unit, Traffic Section, Shipping Division.

III Rates, Tariffs and Routing Unit, Traffic Section, Shipping Division

- A. Upon receipt of the Order Ticket (with a Request for ODT-QMR Permit attached, if necessary), the Control Clerk, Rates, Traffic and Routing Unit, will enter the Order Ticket on the Unit's Order Ticket Control Sheet in accordance with the provisions of Shipping and Storage Branch Memorandum Number 41.1, "Issuance and Control of Order Ticket Numbers".
- B. The Control Clerk will then place the Order Ticket in an "In" box on the desk of the Assistant Head, Rates, Tariffs and Routing Unit.
- C. The Assistant Head will scan each Order Ticket for peculiar or difficult routing problems in order that he may assist the Traffic Assistants in solving them; will note the urgency of particular shipments and will see that such shipments receive priority handling in the Unit.
- D. The Assistant Head will then assign the Order Ticket to a Traffic Assistant for routing. It is the responsibility of the Assistant Head to see that Order Tickets are handled in the Unit expeditiously at all times, and to maintain an even distribution of work among the Traffic Assistants in the Unit.
- E. The Traffic Assistant determining the routing for a particular shipment will write such routing and any necessary protective services on the Order Ticket in the space provided therefor; will initial the Order Ticket; will fill in the routing information necessary in Part III of the Request for ODT-QMR Permit, if one is stapled to the Order Ticket; and will place the completed Order Ticket in a "Hold" box on the desk of the Assistant Head of the Unit.
- F. The Assistant Head of the Unit will check the completed Order Ticket for accuracy of routing and protective services provisions; will initial the Order Ticket below the initials of the Traffic Assistant; and will return the Ticket to the Control Clerk.
- G. The Control Clerk will make the necessary notation on the Unit's Order Ticket Control Sheet to indicate that the Order Ticket has cleared through the Rates, Tariffs and Routing Unit (see Shipping and Storage Memorandum Number 41.1, "Issuance and Control of Order Ticket Numbers").

H. The Control Clerk will then distribute the Order Tickets as follows:

1. Each Order Ticket to which a Request for ODT-QMR Permit is attached will be delivered to the ODT Permit Unit, Transit Section, Shipping Division;
2. Each Order Ticket to which a Request for ODT-QMR Permit is not attached will be delivered to the Ticket Number Control Clerk, Document Servicing Section, Shipping Division.

IV ODT Permits Unit, Transit Section, Shipping Division

- A. When Order Tickets, to which Requests for ODT-QMR Permits, Form SSB-13, are stapled, are received in the ODT Permits Unit, the Unit Head will immediately arrange the Order Tickets with priority given to the most urgent shipments.
- B. The QMR Teletype Operator will then teletype the ODT Office in the Pentagon Building for the ODT-QMR Permit Numbers and Expiration Dates, giving preferential handling to the Order Tickets in the order of priority.
- C. As the QMR Permit Numbers and Expiration Dates are telephoned in from the ODT Office, the appropriate Number and Expiration Date will be written on each Order Ticket, as well as on the attached Form SSB-13.
- D. Form SSB-13, Request for ODT-QMR Permit, will then be removed from the Order Ticket; will be completed in Part I and retained in a file in the ODT Permits Unit for reference purposes.
- E. The Order Ticket will then be delivered to the Ticket Control Desk, Document Servicing Section, Shipping Division.

V Document Servicing Section, Shipping Division

A. Ticket Control Desk

1. When the Order Ticket reaches the Ticket Control Clerk, Document Servicing Section, either from the Rates, Tariffs and Routing Unit, as provided in Section III, paragraph H-2 above, or from the ODT Permits Unit, as provided in Section IV, paragraph E above, the Control Clerk will enter the required information on the Master Ticket Number Control Sheet, in accordance with the provisions of Shipping and Storage Memorandum No. 41.1, "Issuance and Control of Order Ticket Numbers".



- a. If the Control Clerk discovers a duplication of Numbers, the error will be corrected, with the appropriate Commodity Clerk, on the Commodity Unit's Ticket Number Control Sheet; and, with the Control Clerk in the Rates, Tariffs and Routing Unit, on that Unit's Ticket Number Control Sheet; and the Order Ticket will be properly numbered.
2. The Ticket Control Clerk will then distribute the Order Tickets as follows:
  - a. Deliver to the Teletype Unit, Coordination and Service Section, Field Operations Division, all Order Tickets covering shipments under the jurisdiction of the Washington Office.
  - b. Deliver to the Chief, Document Servicing Section, all Order Tickets covering shipments under the jurisdiction of the Chicago Office.
  - c. Deliver to the Shipping Instructions Desk, Document Servicing Section, all other Order Tickets.
- B. Shipping Instructions Desk
  1. Upon receipt of an Order Ticket, as provided in Section V, paragraph A-2-c above, the S/I Desk will type, in an original and one tissue copy, on Form FDI-493 or Form FDI-494, the Shipping Instruction for the field.
  2. The typed Instruction will be checked against the Order Ticket to assure accuracy and inclusion of all necessary information.
  3. The Shipping Instruction, in an original and one tissue copy, will be delivered to the Teletype Unit, Coordination and Service Section, Field Operations Division.
  4. The Order Ticket will be delivered to the Receiving Desk, Document Servicing Section.
- C. Receiving Desk
  1. The Receiving Clerk, upon receipt of an Order Ticket:
    - a. From the S/I Desk as provided in Section V, paragraph B-4 above;

- b. From the Teletype Unit as provided in Section Vi, paragraph A-3 below, or
- c. From the Document Servicing Section typists as provided in Section V, paragraph D-1 below

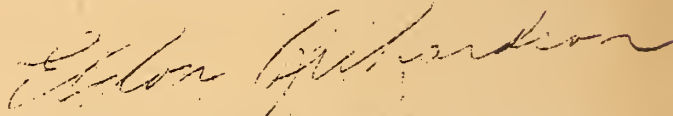
will enter it on the Document Servicing Section control records, and will have the Order Ticket duplicated in sufficient copies and properly distributed.

- D. Order Tickets received by the Chief, Document Servicing Section, as provided in Section V, paragraph A-2-B above, will be distributed to Document Servicing Section typists for preparation of shipping documents with Washington as the billing office.
  - 1. These Order Tickets will then be delivered to the Receiving Desk Document Servicing Section, for handling as provided in Section V, paragraph C-1 above.

#### VI Teletype Unit, Coordination and Service Section, Field Operations Division

- A. All Order Tickets received in the Teletype Unit, as provided in Section V, paragraph A-2-a above, cover shipments under the jurisdiction of the Chicago Office.
  - 1. When received, they will be delivered to the N/D Clerk for transmittal (by teletype) of Notices to Deliver to the Chicago Office.
    - a. These Notices to Deliver messages will be typed on the teletype machine in an original and one copy of Form FDA-742 (Washington).
      - (1) When typed, Form FDA-742 (Washington) will be routed as follows in the Washington Office.
        - (a) The original will be sent, through the mail room, to the Commodity Accountability Section, Finance Division;
        - (b) The copy will be delivered, by messenger, to the Transit Section, Shipping Division.
  - 2. After the Notice to Deliver has been prepared on the teletype machine, the Order Ticket will be marked with the time of preparation.

3. The Order Ticket will then be delivered, by messenger, to the Receiving Desk, Document Servicing Section, Shipping Division.
- B. All Shipping Instructions received in the Teletype Unit, as provided in Section V, paragraph B-3 above, will be distributed among the Teletype Operators for transmittal of the messages to the appropriate billing offices in the field.
1. Transmittal of the message will be type on the teletype machine in an original and one copy.
    - a. The original will be stapled to the original of the Shipping Instruction and both will be retained in the Teletype Unit for six months for reference purposes and then destroyed.
    - b. The copy will be stapled to the copy of the Shipping Instruction and both will be delivered, by messenger, to the Transit Section, Shipping Division.



Chief, Shipping and Storage Branch

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